

PORTLAND POLICE BUREAU  
Tactical Operation Division  
Standard Operating Procedure

SOP #	TOD 52
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## **SUBJECT**

### PPB DEMONSTRATION LIAISON OFFICER(S) IN CROWD MANAGEMENT/CROWD CONTROL

#### **Refer:**

- PPB Directive 635.I0
- ORS 181A.250

## **POLICY**

1. To Establish Policy and Procedure for the Portland Police Bureau's Demonstration Liaison Officers (PPB DLOs).

## **PROCEDURE**

- I. When an event or demonstration in the City of Portland is reasonably expected to utilize numerous PPB personnel, or expected to result in the activation of Rapid Response Team, the Crowd Management Incident Commander/Incident Commander (CMIC/IC) or his/her delegate will contact the Crisis Negotiations Team (CNT) Sergeant to determine how many PPB DLOs will be required to attempt to engage in dialogue with known event or demonstration organizers. Based upon available information, the CMIC/IC may sometimes determine that no PPB DLOs are necessary. The PPB DLOs will work to effectively gather, organize, and disseminate relevant information to the CMIC/IC during large events or demonstrations.
2. PPB Demonstration Liaison Officer(s) Responsibilities
  - a. PPB DLOs will be members of CNT, however the CNT Lieutenant may approve other members of the PPB to fill the role of Demonstration Liaison Officer if those members have obtained the appropriate training.
  - b. A PPB DLO team shall consist of a minimum of two (one primary and one back-up) PPB DLOs. A PPB DLO team will be assigned to each known primary event or demonstration organizer (DLO teams may be assigned to multiple organizers). Each designated DLO Team will be assigned a PPB designated Demonstration Liaison Cell Phone for communication purposes. All communication which is not in-person will be conducted using the PPB Demonstration Liaison Cell Phone, or PPB email.

- c. PPB DLOs will make reasonable efforts to engage in dialogue with known event or demonstration organizers to assist the Bureau in its planning and to develop a shared understanding of the organizers' needs and objectives. The information gathered will be relayed to the Crisis Negotiation Team (CNT) Sergeant.
  - d. The PPB DLOs shall attempt to maintain communication with known event or demonstration organizers before and during the event or demonstration. This communication will include the PPB expectations and inform participants on permissible and restricted actions during the event or demonstration.
  - e. At the conclusion of the event the DLOs will inform the event or demonstration organizers they have concluded their communication for the event or demonstration and return their assigned Demonstration Liaison Cell Phone to the CNT Sergeant.
  - f. In order to comply with ORS 181A.250, the CMIC/IC will determine if the event or demonstration requires PPB retention of communication records from the event or demonstration due to the investigation of criminal activities. The CMIC/IC will direct the DLOs (through the CNT Sergeant) to document all relevant information in a PPB report.
  - g. If the CMIC/IC determines there is no need for the PPB to retain communication records of the event or demonstration, the CNT Sergeant shall ensure the communication records from the event are captured and forwarded to the City Attorney's Office for retention. The City Attorney's Office will segregate from PPB access to any communication records which are not related to the investigation of criminal activities or in which the subject of the information is or may be involved in criminal activity.
  - h. All PPB personnel assigned the position of DLO will complete the CNT Basic Demonstration Liaison Officer training. The minimum four (4) hour training block will include communication scope and authority, pre-event coordination, rapport building, active listening, information and information management, and post-event communication. The training curriculum will be developed and taught by members of the PPB CNT.
3. PPB CNT Sergeant Responsibilities
- a. The CNT Sergeant will work directly with the PPB Demonstration Liaison Team(s) when activated. All information gathered will be filtered by the CNT Sergeant and relayed to the CMIC/IC through the established command post.
  - b. The PPB CNT Sergeant will ensure that all appropriate documentation requested by the CMIC/IC has been completed.
  - c. The PPB CNT Sergeant will keep a Demonstration Liaison Cell Phone Logbook. This logbook will track to whom the Demonstration Liaison cell phone was

issued, the date and time it was issued, and when the Demonstration Liaison cell phone was returned.

- d. Any communications received on the PPB designated Demonstration Liaison cell phone outside an activation period will be forwarded to the appropriate Responsibility Unit for follow-up.



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